

Document No. Security Information

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Auth: ( ) ( ) ( ) ( ) ( ) ( )

Date: 29 MAR 1978

SEP 9 1953

DA QA/QC: 10/17/00. SY

MEMORANDUM FOR: Chief, FE Division

SUBJECT: Re-evaluation of Administrative and Support Personnel and Administrative-Type T/O Positions within DD/P

1. Limitations imposed by Congressional reductions in Fiscal Year 1954 budget estimates and possibilities of even more stringent restrictions on the budget for Fiscal Year 1955 will require maximum utilization of personnel to maintain adequate effectiveness of activities.

2. In order to develop a more sound basis for justification of administrative-type jobs within the DD/P organization, Assistant Management Officer, DD/A (for the Clandestine Services area), has been asked to review and analyze all such positions, whether filled or vacant, and submit such recommendations as may be warranted by the facts with regard to:

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a. The appropriate location, organizationally, for most economic and efficient performance of essential administrative functions.

b. The minimum number of personnel estimated to be required for the performance of these administrative functions.

3. In the course of this review and evaluation of administrative- and support-type positions in the DD/P area, the DD/A has agreed to assign specialized personnel to advise and assist the Assistant Management Officer.

4. It is anticipated that the Survey Team will contact you with regard to this study on or about 10 September 1953. It is requested that your Chief of Administration be designated and instructed to work closely with the Assistant Management Officer and other DD/A representatives in the conduct of this study.

Chief of Administration, DD/P

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cc: Asst. Mgt. Officer, DD/A

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